



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-016

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP RND
Human Resources Director

SUBJECT: Revised PPM #31 – On-Call Pay Policy

DATE: April 17, 2015

PPM #31, On-Call Pay Policy, has been revised, effective April 17, 2015. Below is a recap of the revisions that were implemented:

- A. Removed provision for, and thus nullified, any Office-specific policies related to on-call pay;
- B. Combined two sections (Philosophy and Policy) into one (Policy);
- C. Updated Definitions section, to specifically include adding travel time to the definition of Work Status;
- D. Reorganized Procedures section with subsections for Travel, Compensation, Timekeeping, and Effect of Paid Leave on On-Call Status;
- E. Revised Reporting section to better clarify documentation required for submission to HR in order to report an employee's eligibility for on-call pay;
- F. Removed Responsibilities section;
- G. Removed Reference section;
- H. Added Addendum A. for on-call specific to the Office of Management and Finance – Information Services and Addendum B. for the Office of State Parks – Reservation Center Help Desk.

The revised policy is attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

If you have any questions, please contact the Human Resources Division at (225) 342-0880.

RND:rnd
Attachment
c: Personnel Liaisons

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